

78-3288

17 OCT 1978

MEMORANDUM FOR: Director of Personnel

FROM : James H. Taylor, Chairman
Executive Career Service Board

SUBJECT : Development of Panel Criteria

REFERENCE : Memorandum For: Multiple Addressees.
From: DDCI; Subject: Follow-up [redacted]
[redacted] 29-30 September, dated 5 October 78
Paragraph II A 8

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1. As of this date the Executive Career Service Guidelines Handbook has been re-drafted in an effort to meet the new requirements imposed by the DDCI. It provides for an Executive Career Service Board assisted by seven Panels -- one for each Independent Office and one to manage Senior Secretarial/Clerical personnel of the "E" Career Service. Populations encompassed by the Board and its Panels, of course, vary with the size of the office and the number of professionals assigned. Superficially it might seem that the number of panels could be reduced by broadening their areas of responsibility. If we were dealing primarily with generalists this might be so. However, lawyers, auditors, public affairs officers, EEO specialists, etc., represent quite different skills and comparative evaluation among divergent professions is difficult if not pointless. There would seem to be little substantive advantage to consolidating panels for the sake of comparing "apples with oranges." We do have one panel for all secretarial/clerical personnel and one panel (the Board) for all personnel in grades GS-15 and above.

2. The guidelines establish highly qualitative criteria for evaluation of potential. Quantitative criteria represent a more formidable problem, but hopefully we will be able to develop some of these as we get more experience with the problem.

3. When the final handbook is completed -- hopefully within four weeks -- you will be furnished a copy for information and review.

[redacted]

James H. Taylor

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